

Taking cover of mystery of the tenure process

SSM Appendix II: Instructions for Preparing Tenure
Recommendations, Rev. 2

<https://sbms.bnl.gov/SBMSearch/Id/Id10/Id10d181.htm>

Requirements

- The granting of tenure at Brookhaven should recognize a level of accomplishment by a scientist/engineer in science and/or technology comparable to what one would expect from scientists granted tenure at one of BSA's seven core universities – Columbia, Cornell, Harvard, Massachusetts Institute of Technology, Princeton, Stony Brook University, and Yale.

NEW Time Line for Tenure Cases

- Departmental consideration for tenure cases should begin approximately 2 years prior to the expiration date of the candidate's term appointment as Scientist or the desired date for promotion. This ensures adequate time for an unsuccessful candidate to find another position. The nominal sequence of events from that point on is:
- November/December - Decision made in Department about pursuing candidacy for tenure.
- January - Letters requesting references to be sent to referees in order for the letters to be returned in time for a departmental vote.
- April 1 - Departmental vote on tenure recommendations.
- May 1 - Departmental recommendations sent to Office of Scientific Appointments, Human Resources & Occupational Medicine (HR&OM) Division. HR obtains approval from the Deputy Director for Science and Technology (DDST) and submits case to the Council prior to its regular meeting in May.
- September 1 - BNL Council completes their deliberations and forwards recommendations, including a written evaluation of each case, to the Laboratory Director. The vote should be included in the evaluation. Abstentions or "no" votes should be explained.
- September 15 - Copies forwarded to S&T Steering Committee together with the Council evaluation.
- October - S&T Steering Committee meets.
- November - BSA Board votes.

Step1: In the department

Initiation

One of tenure scientists suggest to discuss a possibility of considering person for tenure to the C-AD chair

Preliminary 1

The chair created a departmental committee of 3-4 tenured scientist to study a potential case: accomplishments, publications, citations, invited talks, awards and prizes.

Preliminary 2

If case is sufficiently strong, the group prepares a letter to the chair, including list of potential letter writers and peers, to whom the candidate will be compared

Step2: In the department

Meeting 1

Tenure staff meets and discuss the case. If decision is positive, the case proceeds further and request for the letters is sent to the referees

Notification: NEW

Chair meets with the proposed candidate to discuss the tenure case with him/her and requests that he/she provides an up-to-date curriculum vitae (CV).

S&Tmeeting

Tenure staff meets and votes on the case

BNL

Meeting 1

Case is sent to HR and goes for deliberations to BNL Scientific council

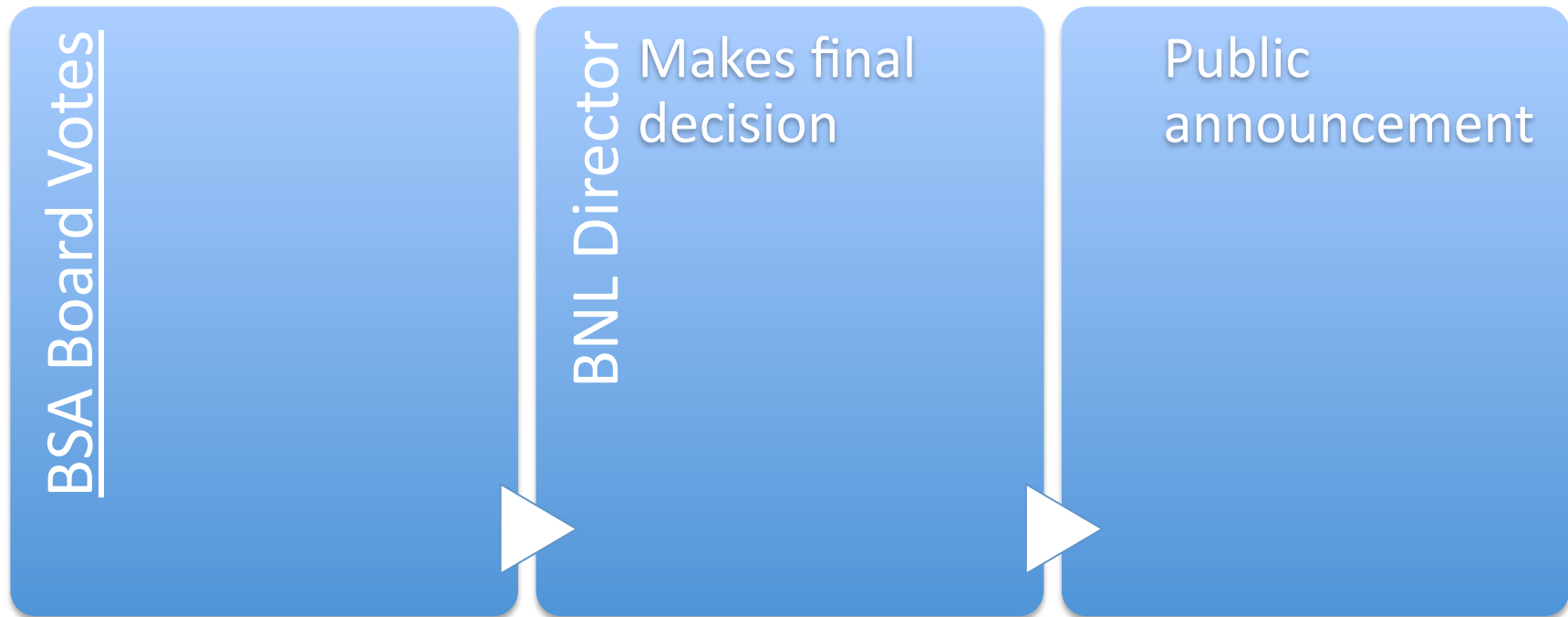
BNL Council

Creates a sub-committee for each case (3 people). Meets with the Department Chair (presentation, questions and discussions), consider the case at at least two meetings. Usually takes two votes. Writes letter to BNL Director.

T&S

The Department Chair makes a short presentation.

BNL



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Effective Date: February 2005

Committee Handbook - BNL Council

I. Charge

The Council advises and makes recommendations to the Director on Laboratory policies affecting the scientific staff. The Council reports to the Director. The Scientific Personnel Representative, Human Resources Division, is the repository of Council records, and assists in administrative liaison.

II. Membership

- A. **Elected by:** The Council is elected from the tenure scientific staff. Members are apportioned as indicated among the following groups. They have two officers, a Chair and a Secretary. See the [BNL Committee Memberships](#) for membership details.
- B. **Term:** The term of membership is three years. A retiring member cannot be reelected at the time of retirement. New members begin service at the March meeting of the Council.
- C. **Members:** See the [BNL Committee Memberships](#) for membership details.

III. Meeting Frequency

Regular meetings of the Council shall be held at 10:00 AM on the second Monday of each month of the year, except that they may be changed to another Monday of the same month by a majority vote of members at the immediately preceding meeting.

Special meetings may be called by the Chair or upon written petition to the Secretary by three members of the Council.

51.1-022005-/ld/ld16/ld16d041.htm

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- Human Resources
- 3.2.9 Scientific Staff Relations
- Scientific Staff Relations administers all aspects of scientific staff appointments throughout the duration of employment at BNL. It ensures compliance with Laboratory policies and procedures that directly affect members of the scientific staff. Scientific Staff Relations provides the following services:
 - * Administers the process for the presentation and review of tenure cases

- Management System Description:
- Science and Technology Program Management
- Dates: Effective Aug 6, 2007 (Reviewed Aug 6, 2007) ,
Periodic Review Due: Aug 6, 2012
- Stewards: Management System Doon Gibbs, BHSO Robert Gordon,
- Points of Contact: Management System Kathleen Barkigia,
BHSO Nand Narain
- Laboratory Director
- Assessing promotions to tenure, Continuing Appointment,
and the ranks of Senior Scientist and Emeritus